

Memo

To: Town Council
From: Matt Hart, Town Manager
CC: Town Employees
Date: October 24, 2011
Re: Town Manager's Report

Below please find a report regarding various items of interest to the Town Council, staff and the community:

Budget and Finance

- *Elections and Referendum* – On November 8, 2011, the Town will hold its election for municipal offices and a referendum on two bonding issues (South Eagleville Road Walkway and Four Corners Area Water and Sewer Systems). Last week staff mailed the explanatory text (item number 16 in your meeting packet) to residents and businesses in town.

Council Requests for Information/Council Business

- *Collective Bargaining Agreements* – Staff received a request at Council's previous meeting to post the Town's collective bargaining agreements on our website. Staff began posting these agreements to the website a few years ago. They can be found on the Human Resources webpage at www.MansfieldCT.org.
- *Venter Property* – Staff has obtained a proposal from an environmental engineering firm to perform a site investigation and to prepare a cost estimate for remediation of this property. The proposal totals \$20,810, which can be reduced to \$17,600 by installing temporary rather than permanent ground water sampling/monitoring wells). We have also obtained an opinion from environmental legal counsel regarding our ability to perform site investigation without the consent of the property owner. Because the property is encumbered by a tax lien, we do have the authority under state statute provided certain conditions are met, including providing notice via certified mail to the last known address of the owner at least 45 days in advance of entry. The owner would have 30 days to respond to this notice. As a next step, I suggest that we place this item on a future Council agenda to discuss options to fund the environmental study or other alternatives that the Town might have to address conditions on the property.

Departmental/Division News

- *Fire and Emergency Services* – When the Town responds to an emergency it relies on accurate information to locate the person in need; however, sometimes it is difficult to locate driveway entrances. To address this issue, the Fire Department is running a reflective sign program. The signs are designed to be posted at driveway entrances allowing the Town to find an address, day or night. Seconds count and we want to give each citizen our best when they need us. Each sign is 18 inches in length and 6 inches in width, with a green background and white reflective numbers to display the address. In accordance with Town ordinance, we ask that the sign be posted at the driveway entrance. The sign may be mounted to a post, hang from a mail box, a tree, or any landscape feature at the entrance to a residence. The signs are \$15 and come complete with the address already on the sign ready to go, all the buyer needs to do is pick a spot in accordance with Town ordinance and post it. The proceeds from the sale of these signs

will go to the Mansfield Volunteer Firefighters Association to help with equipment purchases and training for our members. If you are interested in purchasing a sign you may contact the Mansfield Fire Chief's Office at 860-429-3323 or at reflectivesign7@yahoo.com. Thank you for your interest and making the community safer for all public safety personnel.

- *Human Services* - For many years the Town of Mansfield's Human Services Department has managed a "Special Needs" fund that is used to assist Mansfield residents with financial emergencies that cannot be met with public funds. The fund is designed to provide limited financial assistance with expenses such as utility bills, prescription drug co-pays and automobile repairs, and is fully supported by private contributions. To provide assistance staff meet with individuals who are experiencing difficulty to assess their immediate needs and to explore steps that can be taken to achieve a long-term solution to their problems. A grant from the fund might be issued if it will help resolve an immediate crisis, and care is taken to prevent repetitive use or misuse of the funds. At this time the department is experiencing unprecedented requests for assistance, and during the past year more than \$11,000 was distributed from this fund to Mansfield residents. Recently, federal funding for low income heating assistance has been reduced by 60%, and for many eligible applicants the benefit will not cover the cost of a minimum delivery of fuel oil. Consequently, staff anticipates that requests for assistance from this fund will increase dramatically as we enter the winter heating season. The Town absorbs all of the administrative expenses for this program, and 100% of contributions go to assist a fellow resident at a difficult time. All contributions are fully tax deductible. Staff have recently sent out a solicitation to previous donors and have received almost \$2,000 in response to this request. Over the next several weeks we will be working on additional efforts to publicize the need for donations to this fund.
- *Town Manager's Office*
 - We've had a busy spring/summer conducting recruitments and are pleased to announce a number of internal appointments:
 - Judy Stoughton, our children's librarian, is serving as our Acting Library Director. Judy began serving as our Acting Director on September 10th and will continue in that capacity for an interim period of time.
 - Bryan Blanc will be working with our Engineering team as the Engineering Student Intern. Bryan is pursuing his bachelor's degree in civil engineering at UCONN. Bryan is replacing Andrew McHugh, who recently accepted an engineering position with Norwalk's Water Pollution Control Authority.
 - Maura Carbone has been appointed to a part-time Library Assistant position at the Mansfield Public Library. Maura is pursuing her master's degree in library science. Maura begins work on October 24, 2011.
 - Kaithlin Epling has been promoted to a part-time Library Associate position at the Mansfield Public Library. Kaithlin is pursuing her master's degree in library science. Kaithlin began in her new capacity on August 29, 2011.
 - Lara Johnson has been promoted to a part-time Library Assistant position at the Mansfield Public Library. Lara began in her new capacity on October 3, 2011.
 - Brian Jones, one of our part-time firefighters since 2009 is now working in a full-time capacity as a firefighter/EMT for Fire and Emergency Services.
 - Kathleen Krider is our new Early Childhood Services Coordinator. She is replacing Sandy Baxter who recently retired after 9 dedicated years of service to our community. Kathleen will begin her regular schedule on November 28th.
 - Karyn Riviere of Mansfield Parks and Recreation has been promoted to the position of part-time weekend-evening supervisor. Most recently Karyn has served as a receptionist while pursuing her master's degree in social work.

- We have placed 14 UCONN work study students throughout our organization this academic year. They are working in departments such as the Town Clerk's Office, Assessors Office, Revenue Collector's Office, Facilities, Town Manager's Office, Youth Services, Public Works, Parks and Recreation, Finance, and Information Technology. Welcome to all of our student workers!
- Josiah Burnham, Mike Carifa, Joe Duvall, Tim Jencks, Rick Landry, Carlo Piacentini, and George Stovall have all been hired to serve as part-time firefighters/EMTs for the Town.

Congratulations to our current employees and welcome to our new staff members!

Major Projects and Initiatives

- *Interstate Reliability Project* – Members of the Connecticut Light & Power Project Team will be available to answer questions about the project at an open house on November 3, 2011 from 6:00PM – 8:00PM at the Mansfield Community Center. For more information on the open house and the project, please go to www.MansfieldCT.org.
- *Police Study* – We hosted public information sessions to solicit input on the draft police services study and the various police service delivery options on Wednesday, October 19th. The project consultant provided a brief formal presentation at the start of each session and then we took questions and comments from the public. The Police Services Study Steering Committee will meet on October 28th to discuss the cumulative responses from stakeholders regarding the draft report and to discuss next steps. The study is available online at www.mansfieldct.gov. Reading copies of the police services study are also available at the Mansfield Public Library, the Mansfield Senior Center, the Mansfield Community Center and the Town Clerk's Office.

Upcoming Meetings*

- Traffic Authority, October 25, 2011, 9:30AM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Advisory Committee on the Needs of Persons with Disabilities, October 25, 2011, 2:30PM, Conference Room B, Audrey P. Beck Municipal Building
- Regulatory Review Committee, October 26, 2011, 1:15PM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Board of Education, October 27, 2011, 7:30PM, Council Chambers, Audrey P. Beck Municipal Building
- Personnel Committee, October 28, 2011, 8:00AM, Conference Room B, Audrey P. Beck Municipal Building
- Police Services Study Steering Committee, October 28, 2011, 10:00AM, Council Chambers, Audrey P. Beck Municipal Building
- Four Corners Sewer and Water Advisory Committee, November 1, 2011, 7:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Mansfield Advocates for Children, November 2, 2011, 4:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Mansfield Downtown Partnership Board of Directors, November 3, 2011, 3:30PM, Council Chambers, Audrey P. Beck Municipal Building
- Ethics Board, November 3, 2011, 4:30PM, Conference Room B, Audrey P. Beck Municipal Building
- IWA/PZC, November 7, 2011, 7:00PM, Council Chambers, Audrey P. Beck Municipal Building

- Beautification Committee, November 7, 2011, 7:00PM, Conference Room C, Audrey P. Beck Municipal Building
- Youth Service Bureau Advisory Board, November 8, 2011, 11:45AM, Conference Room B, Audrey P. Beck Municipal Building
- Town/University Relations Committee, November 8, 2011, 4:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Energy Education Team, November 8, 2011, 7:00PM, Conference Room C, Audrey P. Beck Municipal Building
- Historic District Commission, November 8, 2011, 8:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Community Campus Partnership, November 10, 2011, 4:00PM, Conference Room C, Audrey P. Beck Municipal Building
- Sustainability Committee, November 10, 2011, 5:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Solid Waste Advisory Committee, November 10, 2011, 7:30PM, Conference Room B, Audrey P. Beck Municipal Building
- Housing Code Board of Appeals, November 14, 2011, 5:00PM, Conference Room C, Audrey P. Beck Municipal Building
- Finance Committee, November 14, 2011, 6:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Town Council, November 14, 2011, 7:30PM, Council Chambers, Audrey P. Beck Municipal Building

**Meeting dates/times are subject to change. Please view the [Town Calendar](#) or contact the Town Clerk's Office at 860-429-3302 for a complete and up-to-date listing of committee meetings.*